

## Acton Volunteer Coordinating Committee Minutes for 2/14/2011

Present: Bonnie Geithner, Nancy Gerhardt, Jean Lane, Jean Schoch, Efi Papadopoulos and Charlie Aaronson

Absent:

The meeting was called to order at 7:02 PM on 2/14/2011.

### Review of Minutes

Due to the early arrival of the applicants, it was decided to defer the review of the minutes until later.

### Chairperson's remarks and Discussion

The chairperson distributed:

1. An undated, unsigned copy of the Selectman's Policy # 2008-1; Selectman's appointment of Documented Acton Resident Aliens to Town Boards and Committees for the members of the VCC to have.
2. An undated, unsigned document that the chairperson indicated was the procedure for processing Volunteer Applicants for the Town of Acton.

### Interviews

There were two interviews listed on the agenda.

1. Interview with Donald Gilberti, Jr. as an applicant for the Conservation Commission. See attached notes.
2. Interview with Anita Rogers as an applicant for the Historic District Commission. See attached notes.

### Review of Applicants

There are no current openings on the Conservation Commission. Don Gilberti, Jr. has not attended meetings of the Conservation Commission nor Town Meeting. We encouraged him to look elsewhere, in particular, the Land Stewardship Committee where he could gain more experience in this area. He answered our questions with broad generalities without offering any specifics.

After a brief discussion, a motion was made and seconded to forward Anita Rogers for the opening on the Historic District Commission. It passed unanimously.

### Consideration of the minutes of 1/10/2011

A motion was made and seconded to accept the minutes of the 1/10/2011 meeting. It passed with 5 in favor and one abstention.

#### Chairperson's remarks and Discussion cont'd

The chairperson distributed a packet of the Board of Selectman's charges for several Councils, Boards, Commissions and Committees. They were individually dated anywhere from June 1993 through June 1997 with one exception having a date of October 2006. These are to be used to help determine the criteria by which the VCC determines the suitability of Applicants. We noted that the charges for the VCC, as well as some of the others, are seriously out of date and contain some errors.

A motion was made and seconded for Bonnie to request that our Selectman liaison, Pamela Harting-Barrat, to prepare a new, up-to-date charge for the VCC. It passed unanimously.

#### Next meeting

The next meeting of the VCC is scheduled for 2/28/2011 at 7:00 PM.

Submitted by Charlie Aaronson

#### Future Agendas

To facilitate scheduling for interested parties, the following items are scheduled for discussion in future agendas. This is not a complete list.

1. Volunteer Coordinating Committee process
  - a. Techniques to remain focused (stick to the point)
  - b. Be more business like
  - c. Become more structured
  - d. Template for agendas
  - e. Standardized questions for applicants
  - f. Interviewing techniques
  - g. Assigned responsibilities (share the effort)
2. Function of VCC with respect to recruitment
  - a. No responsibility
  - b. Shared responsibility (with committees, BOS, etc.)
  - c. Sole responsibility
3. Does the VCC recommend or just forward the names of applicants for further consideration? What is the basis for this action?
4. How does the VCC formally track unresolved applicants? What further action is pursued?

Interview Questions for Applicants

Name: DON GILBERTI, JR Date: 2/14/11

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? ACTION IS  
GROWING, HAS GAINED THE KNOWLEDGE TO NOW  
BE OF USE

2. Why are you volunteering to serve on the CONSERVATION committee?  
IT IS HIS PASSION, WANTS TO PROTECT  
WATER & EXPAND CONSERVATION AREAS

3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?  
LOVES SCIENCE; ESP GEOSCIENCE

4. Have you attended any meetings of this committee? NO

5. Do you regularly attend Regular and Special Town meetings? NOT REGULARLY

6. Are you generally in town for the meetings of this committee? (Snowbird?) YES

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?  
NO TIME CONSTRAINTS

8. Are you currently serving on any town committee? MEDICAL RESERVE CORPS

9. What is your current job and is the work you do related to anything you might be doing for this committee?

NOT CURRENTLY EMPLOYED

10. Do you have any possible conflict of interest?

NONE APPARENT

---

11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

---

---

12. Other questions.

Interview Questions for Applicants

Name: ANITA ROGERS

Date: 2/14/2011

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? \_\_\_\_\_

CAN CONTRIBUTE AND WANT TO

2. Why are you volunteering to serve on the HDC committee? \_\_\_\_\_

HAS THE SKILLS, EXPERTISE  
AND IS INFORMED

3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee? \_\_\_\_\_

IS AN ARCHITECT

4. Have you attended any meetings of this committee? YES MANY

5. Do you regularly attend Regular and Special Town meetings? SOMETIMES

6. Are you generally in town for the meetings of this committee? (Snowbird?) YES

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned? \_\_\_\_\_

HAS TIME

8. Are you currently serving on any town committee? NO

9. What is your current job and is the work you do related to anything you might be doing for this committee? \_\_\_\_\_

AN ACTIVE ARCHITECT

10. Do you have any possible conflict of interest?

*No*

---

---

11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

---

---

12. Other questions.